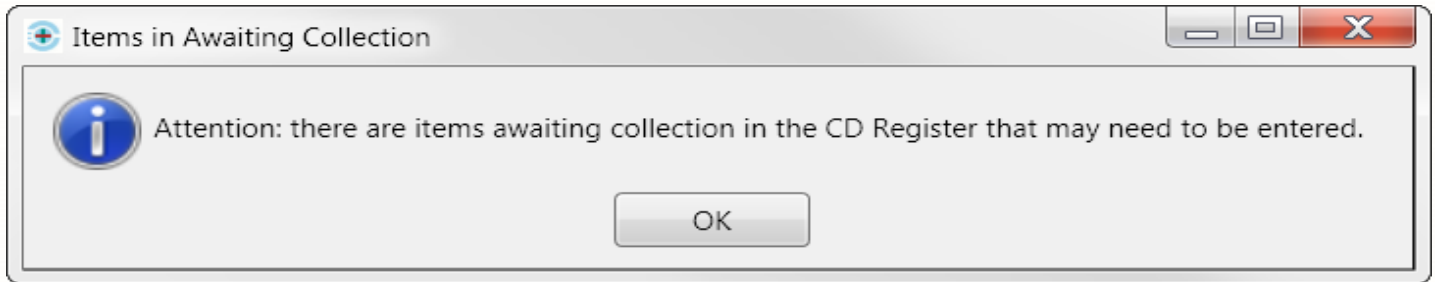



Marking Batch CD Entries as Collected

If the *Show Uncollected Warning* application setting in the *CDR Category* within [Edit Application Settings](#) is enabled, each time you start ProScript Connect, the system will display a warning pop-up when there are items awaiting collection. After confirming the warning, you'll need to navigate to the *Items Awaiting Collection* tab of the CDR Manager to update as/when required.



 You can only mark CD entries as collected if they are currently awaiting collection and have not expired.

Selecting the CD Entries to Mark as Collected

1. To begin, open the CDR Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *CDR Manager* menu item.
2. From the CDR Manager, open the *Items Awaiting Collection* tab, highlight two or more CD entries awaiting collection in the grid by:
 - Using **[Ctrl+left-click]** to select CD entries you want to mark as collected one at a time
 - Using **[Shift+left-click]** to highlight all consecutive CD entries within your first and last click range for marking as collected
3. Once the CD entries you want to mark as collected have been highlighted, select the **[F4 – Batch Add as Collected to CDR]** button.

ProScript Connect 19 July 2018 09:45 Search (CTRL+S) Responsible Pharmacist Victoria Smith User The Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS, Support Centre, ETP Tracker

Warning: It is illegal to tamper with any records in the Controlled Drugs Register.

Weekly Balance | Items Awaiting Collection | Expired Stock | Patient Return | Inspector Log

F1 - Add New CD Entry | F2 - Add as Collected to CDR | F4 - Batch Add as Collected to CDR | F5 - Cancel Uncollected Item | F8 - CD Register Report | Reports

Filters

Period: All Dates | Patient: Search Patient | Use Drug Class

From: Select a date [15] To: Select a date [15] | Dispensed Drug: Search Drug | Show expired prescription(s) only

Prescription that will expire by: Select a date [15]

Dispensed Date	Prescription Expiry	Patient	Dispensed Drug	Prescribed Quantity	Dispensed Quantity
18/07/2018 08:58	14/08/2018	PARKER, Nadine (Mrs)	Methadone 1mg/1ml oral soln (100ml) ROSE 3 of 10	140.00	10.00
19/07/2018 09:43	16/08/2018	DARTON, Paul (Mr)	Sevredol 10mg tabs (56) NAPP	10.00	10.00
19/07/2018 09:43	16/08/2018	HOLLAND, Clare Susan (Mis)	Diamorphine 10mg tabs (100) AURUM		10.00

Prescribed Drug Morphine 10mg tabs

Name Toby MacElroy

Role Pharmacist

Registration No 606198

Expiry Date

[999 999 9549] **DARTON, Paul (Mr)** EXEMPT (K) MUR

82 Junders Drive, North Watford, Hertfordshire, WD24 2TP
 DOB: 11 Aug 1988
 Age: 29 years 11 months
 Tel: 01923564549

Last modified: 19/07/2018 09:45:13 by The Supervisor Total Records 3

Non-SDM Prescriptions

If one or more of the items you have selected to mark as collected is any prescription type other than an Addict (MDA) SDM instalment, the CDR Dispensed Goods Screen opens with the *Collected* tick box pre-selected within the *Collection Details* section. A CDR Dispensed Goods Screen will open for each CD entry you are marking as collected.

Completing the CDR Dispensed Goods Screen

CDR Dispensed Goods
⌵ ⌵ ✕

Signed Order/Requisitions Purpose of requisition * Profession/Occupation *

Patient Details

Patient Name: * HOLLAND, Clare Susan (Miss) Search Patient

Patient Address: * 77 Nightington Avenue
Kings Langley
Hertfordshire
WD4 5DR

Dispensing and prescriber details

Prescribed Drug * LEVERAXO 10MG TABS i

Dispensed Drug * Leveraxo 10mg tabs (56) MYLAN i

Dispensed quantity * 10.00
(Total Unit(s))

Prescriber Name * REUBIN, RD
CASSIO SURGERY - E82656 Search Prescriber

Prescription Date * i 18/07/2018 15

Dispenser Details

Name * Toby MacElroy Role * Pharmacist Registration No * 606198

Date * 18/07/2018 15 Time * 14 : 06

Current CDR Stock Balance

CDR Balance Pack(s) 1 Units 46.00 Total Units 102.00

NOTE: This is the current CDR Balance, prior to collection.

Collection Details

Collected Collection Date 18/07/2018 Collection Time 16 : 28 Supervised

Known to Pharmacist ID Requested ID Supplied ID Type Driving license


Collected by Patient Representative Collected by Health Care Professional

Name Relationship

Address 200 200

CDR Balance adjustment
✓ F10 - Save to CD Register
✕ Cancel

Field/Section	Description
Patient Details	The patient details are populated with the details entered at the time the entry was saved as awaiting collection and cannot be edited on this screen. If you wish to edit these, you will need to exit this screen and return to the patient's PMR.
Dispensing and prescriber details	The drug and prescriber details are pre-populated with the details entered when the entry was saved as awaiting collection.
Dispenser Details	The user that saved the entry as awaiting collection, and their role and registration number, are populated by default but can be edited if required. The <i>Date</i> and <i>Time</i> fields are read-only based on the system date and time of dispensing.
Current CDR Stock Balance	This section provides you with an indication of your current CDR balance prior to collection. It is not directly editable, but you can use the [CDR Balance adjustment] button to adjust the CD Stock Balance for the selected item if required.
Collection Details	<p>This section is enabled, with the <i>Collected</i> tick box already selected. In this section you can;</p> <ul style="list-style-type: none"> ○ Edit the <i>Collection Time</i> with the time of collection. This cannot be a future time, or a time before the dispensing event took place if both dispensing and collection occur on the same day. ○ Select whether the item was <i>Supervised</i>, in which case the recipient is considered to be the patient. Selecting that the items were collected by a <i>Patient Representative</i> or <i>Health Care Professional</i> after ticking the <i>Supervised</i> box will deselect and disable this field. You cannot select this field if this is a signed order/requisition. ○ Select whether the recipient is known to the pharmacist, if ID has been requested, if ID has been supplied, and if supplied, enter which type of ID was supplied e.g. Driving License ○ Select whether the item was collected by a Patient Representative or Health Care Professional. This will disable the <i>Supervised</i> tick box. If this is a signed order/requisition, <i>Collected by Recipient</i> will replace the <i>Collected by Patient Representative</i> option and will be selected by default. ○ If selected, enter the Patient Representative, Health Care Professional or Recipient's <i>Name, Relationship, and Address</i>

 If there is no CDR balance available for the item, the system will advise that you will not be able to save this CD entry as *Collected*, and will highlight the item's current CDR balance. You can adjust the CDR balance from the CDR Dispensed Goods form by clicking **[CDR Balance adjustment]** and pressing **[F9 – Edit Balance]**.



If you do adjust the CDR balance, an alert may appear when attempting to save the CD entry to the CD Register advising that the *Collection Time* must be after the latest CDR balance adjustment. The alert will also provide the date and time the latest adjustment was completed. In this instance, ensure that the *Collection Time* is updated to reflect the actual collection time, which will most likely be the current/system time and only a minute or two greater than the time that is currently entered in this field. This will ensure that the CD Register entry for both the balance adjustment and collection event is displayed correctly, by order of events.

Saving the CDR Dispensed Goods Form

1. Once any required changes have been made select the **[F10 – Save to CD Register]** button.
2. You are returned to the CDR Manager where the CD entry has been removed.

Addict (MDA) SDM Prescriptions

If one or more of the items you have selected to mark as collected is an Addict (MDA) SDM instalment, the SDM Confirm Collection window opens. An SDM Confirm Collection window will open for each SDM instalment you are marking as collected.

Confirm Collection
— □ ×

Schedule							
Week 1	Mon, 16 Jul	Tue, 17 Jul	Wed, 18 Jul	Thu, 19 Jul	Fri, 20 Jul	Sat, 21 Jul	Sun, 22 Jul
		1 tablets Collected	1 tablets Collected	1 tablets Dispensed	3 tablets		
Week 2	Mon, 23 Jul	Tue, 24 Jul	Wed, 25 Jul	Thu, 26 Jul	Fri, 27 Jul	Sat, 28 Jul	Sun, 29 Jul
	1 tablets	1 tablets	1 tablets	1 tablets			

Instalment

Pharmacist **Ryan Peterson - RegNo: 891002**

Collected On Quantity

Dispensed Item Diamorphine 10mg tabs (100) AURUM

Prescriber Details

LEVISON, WB
CALLOWLAND SURGERY
THE CALLOWLAND SURGERY 141A LEAVESDEN RC
WATFORD
HERTFORDSHIRE
WD24 5DG

Patient Details

[999 999 9670] **HUXLEY, Derek (Mr)** PAYING
MUR

7 Leavesden Road, Watford,
Hertfordshire, WD24 6EE
DOB: 06 Nov 1974
Age: 43 years 8 months
Tel: 01923887889 Mobile: 07778555647
Email: derekhuxley@yahoo.co.uk

Elected Services

EPS Not Registered
RMS Registered
NMS Not Registered

Patient Compliance
Patient Id: 9

 Ensure that the *Collected On* date within the SDM Confirm Collection window is amended if required.

1. Select the Pharmacist, verify the collection details and select the **[F10 – Collect]** button.

Completing the CDR Dispensed Goods Screen

The CDR Dispensed Goods Screen opens with the *Collected* tick box within the *Collection Details* section pre-selected and disabled. A CDR Dispensed Goods Screen will open for each CD entry you are marking as collected.

CDR Dispensed Goods
– □ ×

Signed Order/Requisitions

Purpose of requisition *


Profession/Occupation *


Patient Details

Patient Name: * HUXLEY, Derek (Mr)

Patient Address: * 7 Leavesden Road
Watford
Hertfordshire
WD24 6EE

Dispensing and prescriber details

Prescribed Drug * 

Dispensed Drug * 

Dispensed quantity *
(Total Unit(s))

Prescriber Name * LEVISON, WB
CALLOWLAND SURGERY Search Prescriber

Dispenser Details

Name * Role * Registration No *

Date * Time *

Current CDR Stock Balance

CDR Balance	Pack(s)	<input type="text" value="1"/>	Units	<input type="text" value="2.00"/>	Total Units	<input type="text" value="102.00"/>
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NOTE: This is the current CDR Balance, prior to collection.

Collection Details

Collected Collection Date Collection Time Supervised

Known to Pharmacist ID Requested ID Supplied ID Type

Collected by Patient Representative Collected by Health Care Professional

Name * Relationship *


Address * 147


CDR Balance adjustment

✓ F10 - Save to CD Register

✗ Cancel

Field/Section	Description
Patient Details	The patient details are populated with the details entered at the time the entry was saved as awaiting collection and cannot be edited on this screen. If you wish to edit these, you will need to exit this screen and return to the patient's PMR.
Dispensing and prescriber details	The drug and prescriber details are pre-populated with the details entered when the entry was saved as awaiting collection.
Dispenser Details	The user that saved the entry as awaiting collection, and their role and registration number, are populated by default but can be edited if required. The <i>Date</i> and <i>Time</i> fields are read-only based on the system date and time of dispensing.
Current CDR Stock Balance	This section provides you with an indication of your current CDR balance prior to collection. It is not directly editable, but you can use the [CDR Balance adjustment] button to adjust the CD Stock Balance for the selected item if required.
Collection Details	<p>This section is enabled, with the <i>Collected</i> tick box already selected and disabled. In this section you can;</p> <ul style="list-style-type: none"> ○ Edit the <i>Collection Time</i> with the time of collection. This cannot be a future time, or a time before the dispensing event took place if both dispensing and collection occur on the same day. ○ Select whether the item was <i>Supervised</i>, in which case the recipient is considered to be the patient. Selecting that the items were collected by a <i>Patient Representative</i> or <i>Health Care Professional</i> after ticking the <i>Supervised</i> box will deselect and disable this field. ○ Select whether the recipient is known to the pharmacist, if ID has been requested, if ID has been supplied, and if supplied, enter which type of ID was supplied e.g. Driving License ○ Select whether the item was collected by a Patient Representative or Health Care Professional. This will disable the <i>Supervised</i> tick box. ○ If selected, enter the Patient Representative or Health Care Professional's <i>Name, Relationship, and Address</i>

 If there is no CDR balance available for the item, the system will advise that you will not be able to save this CD entry as *Collected*, and will highlight the item's current CDR balance. You can adjust the CDR balance from the CDR Dispensed Goods form by clicking **[CDR Balance adjustment]** and pressing **[F9 – Edit Balance]**.

 If you do adjust the CDR balance, an alert may appear when attempting to save the CD entry to the CD Register advising that the *Collection Time* must be after the latest CDR balance adjustment. The alert will also provide the date and time the latest adjustment was completed. In this instance, ensure that the *Collection Time* is updated to reflect the actual collection time, which will most likely be the current/system time and only a minute or two greater than the time that is currently entered in this field. This will ensure that the CD Register entry for both the balance adjustment and collection event is displayed correctly, by order of events.

Saving the CDR Dispensed Goods Form

1. Once any required changes have been made select the **[F10 – Save to CD Register]** button.
2. You are returned to the CDR Manager where the CD entry has been removed.

CD Register Entry

Marking CD entries as collected is an event that will write an entry into the CD Register which can be viewed when [printing and/or exporting a CD Register report](#) and will display;

- The *Date Supply received or date supplied* column populated with;
 - The date and time the event occurred
 - A unique CDR ID
 - The pack size and unit of measure of the CD
 - Name, role and registration number of the user
- The *Name and address of person or firm supplied* column populated with the patient, or signed order transfer/requisition details
- The *Details of authority to possess* column populated with the prescriber details, if applicable
- The *Person collecting controlled drug* column populated with either the patient, recipient, health care professional or patient representative name and address
- If *proof of identity was requested* and if *proof of identity was provided*
- The *Quantity Supplied* i.e. The *Dispensed quantity* figure entered within the CDR Dispensed Goods window
- The total running *Balance* after the event
- *Notes* describing the event, which could include;
 - Details of ID provided and if the person collecting the CD(s) was known to the pharmacist
 - Signed order transfer/requisition details
 - Prescription serial number and instalment X of Y details (SDM only)
 - Owing status

Report Preview

1 of 2

CD Register

From: 02/03/2018 To: 02/03/2018
 Drug Class: Methadone Name/Brand: Methadone 1mg/1ml oral soln (500ml) T&R Strength: 1mg/1ml Form: oral soln

Date Supply received or date supplied	Received		Supplied						Balance	Notes
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to possess; prescriber or licence holder's details	Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient / patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)	Quantity Supplied		
02/03/2018 15:32 CDR ID: 891 Pack Size: 500 ml Name: Victoria Smith Role: Pharmacist RegNo: 1234567			HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR	LEVISON, WB CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG RegNo: G8601416	Patient: HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR	Yes	Yes	100.00	5,390.00	Known To Pharmacist ID: Driving License
02/03/2018 15:34 CDR ID: 892 Pack Size: 500 ml Name: Victoria Smith Role: Pharmacist RegNo: 1234567			Signed Order/ Requisition Michael Boughton 24/7 Pharmacy, 124 High Street, Hemel Hempstead, HP1 9LP		Patient Recipient: Michael Boughton Relationship: Hemel branch Pharmacist 24/7 Pharmacy, 124 High Street, Hemel Hempstead, HP1 9LP	No	No	1,000.00	4,390.00	Purpose of Requisition: Branch transfer Profession/ Occupation: Pharmacist Known To Pharmacist
02/03/2018 15:39 CDR ID: 893 Pack Size: 500 ml Name: Victoria Smith Role: Pharmacist RegNo: 1234567			PETERS, Ryan (Mr) 42 Hunters Close Watford Hertfordshire WD19 9RF	BROWNFIELD MON, Mark KINGS LANGLEY SURGERY KINGS LANGLEY SURGERY THE NAP KINGS LANGLEY HERTFORDSHIRE WD4 8ET RegNo: G9311154	Patient: PETERS, Ryan (Mr) 42 Hunters Close Watford Hertfordshire WD19 9RF	Yes	Yes	100.00	4,290.00	Serial Number: ADDED: 02-03-18 15:38:15.84 Instalment 1 of 12 ID: Passport

100 %

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

Contact us

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